



City of Burbank
Planning and Transportation Division
Single Family Residential Instructions
VARIANCE PERMIT

150 North Third Street
Burbank, California 91502
www.burbankusa.com
T: 818-238-5250
F: 818-238-5150

This type of application is required if you wish to vary from any of the development standards required for the R-1 zone.

TO ALL APPLICANTS: There is no guarantee, expressed or implied, that any permit or application will be granted. The applicant shall understand that each matter must be carefully investigated and the resulting decision may be contrary to a position taken or implied in any preliminary discussions. Also note the burden of proof regarding this application rests upon the applicant.

The following items must be provided for a Variance Permit application to be accepted for review:

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| 1. Completed application form |
| 2. 18 sets of project plans (half-sheet or comparable size) including site plan, floor plan, and elevations (additional sets will be required if the decision is appealed as described below) |
| 3. One copy of reduced project plans (11" x 17" or comparable size) |
| 4. Radius map and mailing labels for properties within a 1000-foot radius (see separate handout) |
| 5. Application fee |
| 6. Additional sheet(s) describing how you think your application satisfies each of the required findings listed below (optional) |

What happens?

Your application is reviewed by the Planning Division and routed to all City departments for review. The decision about whether to approve to disapprove a variance is made by the Planning Board. For the Board to approve your application, all of the following findings must be made:

1. There are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to other property or classes of use in the same vicinity and zone.
2. The variance is necessary for the preservation and enjoyment of a substantial property right of the applicant, possessed by other property owners under like conditions in the same vicinity and zone but which is denied to the property in question.
3. The granting of the variance will not be materially detrimental to the public welfare or injurious to property or improvements in the vicinity and zone in which the property is located.
4. The granting of the variance will not be contrary to the objectives of the General Plan.

A public hearing is scheduled with the Planning Board. Notice of the public hearing will be mailed to all property owners and tenants of properties within a 1,000-foot radius of your property. After considering staff's recommendation and accepting any written or verbal public input, the Board will decide to approve or disapprove your application. Any person (including you as the applicant) may appeal the Planning Board's decision to the City Council within 15 days of the Board's decision. If no appeal is filed, the Planning Board's decision is final. If an appeal is filed, the matter is scheduled for a public hearing in front of the City Council.